

28 MAR 1968

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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

FEBRUARY 1968

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ACCESSIONING, DISPOSITION, HOLDINGS

| ACTIVITY (Items 2 through 18 in cubic feet) | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
|---|------------------|---------------------|-------------------|
| 1. ACCESSION JOBS (Number) | 99 | 666 | |
| 2. RECORDS ACCESSIONED | 571 | 5,859 | 121,990 |
| 3. RECORDS DISPOSED OF AT CENTER | 235 | 1,486 | 23,133 |
| 4. RECORDS TRANSFERRED FROM CENTER | 361 | 1,543 | 32,806 |
| 5. RECORDS HOLDINGS | 66,051 | | |
| 6. INTELLIGENCE REPORTS RECEIVED | 891 | 3,135 | 61,759 |
| 7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER | 658 | 1,670 | 26,503 |
| 8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER | 189 | 775 | 14,302 |
| 9. INTELLIGENCE REPORTS HOLDINGS | 20,954 | | |
| 10. VITAL RECORDS RECEIVED | 73 | 882 | 17,551 |
| 11. VITAL RECORDS DISPOSED OF AT CENTER | 25 | 434 | 4,410 |
| 12. VITAL RECORDS TRANSFERRED FROM CENTER | 81 | 1,540 | 4,392 |
| 13. VITAL RECORDS HOLDINGS | 8,749 | | |
| 14. ARCHIVES ACCESSIONED | 56 | 1,383 | 7,381 |
| 15. ARCHIVES DISPOSED OF AT CENTER | 4 | 90 | 222 |
| 16. ARCHIVES TRANSFERRED FROM CENTER | 15 | 18 | 902 |
| 17. ARCHIVES HOLDINGS | 6,257 | | |
| 18. TOTAL HOLDINGS | 102,011* | | |

REFERENCE SERVICES

| SERVICE (Number) | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
|-----------------------------|------------------|---------------------|-------------------|
| 19. RECORD DOCUMENTS LOANED | 6,240 | 42,227 | 755,942 |
| 20. INFORMATIONAL REQUESTS | 524 | 4,773 | 41,837 |
| 21. Archival Documents | 253 | 2,637 | |
| 22. INTELLIGENCE REPORTS | 3,930 | 12,955 | |
| 23. VITAL RECORDS | 587 | 2,212 | |
| 24. TOTAL | 11,534 | 64,804 | |
| 25. NO. OF PAGES REPRODUCED | 1,050 | 6,295 | |

ITEMS RECEIVED

| ITEMS (Number) | REPORTING PERIOD | FISCAL YEAR TO DATE | |
|--------------------------|------------------|---------------------|--|
| 26. INTELLIGENCE REPORTS | 102,329 | 774,273 | |
| A. INITIAL RECEIPT | 100,991 | 757,623 | |
| B. RETURNS | 1,338 | 16,650 | |
| 27. Archival Documents | 4,346 | 17,197 | |
| 28. VITAL RECORDS | 2,008 | 14,711 | |
| 29. TOTAL | 108,683 | 806,181 | |

SHELVING UTILIZATION

| SPACE (Cubic feet) | REPORTING PERIOD | |
|--------------------|------------------|--|
| 30. TOTAL C | 132,202 | |
| 31. UTILIZE | 89,259 | |
| 32. XXXXXX | 12,752 | |
| 33. AVAILABLE | 30,191 | |

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